

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY

Anne Arundel County

DIVISION Comm Serv

Item No.	Description	Retention
1.	Budget These files contain correspondence, forms, computer printouts, etc. relative to this departments budget request.	Retain 4 years, then destroy. (calendar years)
2.	Personnel These files contain all correspondence, forms resumes etc. relative to County Employees working in this department.	Retain 2 years after termination or until no longer needed, whichever is longer, then destroy.
3.	Compensatory These files contain records of compensation time earned and used by employees of this office.	Retain 2 years, then destroy.
4.	General Correspondence & Administrative Files Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other material relating to the administration of the department.	Screen Annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that

Schedule Approved by
Records Management Officer

4-21-93
Date

Rmela C. Sweeney
Signature

Schedule Approved by
Chief Administrative Officer

9/29/93
Date

James H. [Signature]
Signature

Schedule Approved by
Agency, or Division Representative

9-15-93
Date

Ruthanne [Signature]
Signature

Schedule Approved by
State Archivist

OCT 19 1993
Date

Edward C. [Signature]
Signature

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

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Item No.	Description	Retention
4.	General Correspondence and Administrative Files (cont'd)	illustrate the development of the department, retain permanently for eventual transfer to Maryland State Archives (MSA).
5.	Special Projects These files contain documentation on all Special Projects managed by Community Services.	Retain 6 years, then destroy. (calendar years)
6.	Lists/Labels Folders contain list and labels for all Community Services lists (ex. Community Associations, Service Groups, Clubs)	Retain 1 year, then destroy. (calendar year)
7.	Beautification Grants These files contain Beautification Grant applications, correspondence, grant funding agreements, status reports, purchase orders, etc. necessary to maintain the County's matching Beautification fund of \$125,000.	Retain 5 years, then destroy.
8.	Environmental Grants These files contain Environmental Grant applications, correspondence, grant funding agreements, status reports, purchase orders, etc. necessary to maintain the County's matching Environmental fund of approximately \$85,000.	Retain 5 years, then destroy.
9.	Boards & Commissions These files contain appointment letters, correspondence pertaining to Boards and Commissions, resumes, newsclips, by-laws, legal references, computer printouts, etc.	Retain Permanent transfer periodically to Maryland State Archives.

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Item No.	Description	Retention
10.	<p>Photo/Video</p> <p>These files contain photos, videos of Special Projects sponsored by Community Services</p>	<p>Retain Permanent transfer periodically to Maryland State Archives. (MSA)</p>
11.	<p>Publications</p> <p>These files contain newsletter publications published by Community Services</p>	<p>Retain Permanent periodically transfer to MSA.</p>
12.	<p>Case Files</p> <p>These files contain citizen complaint files, and reports. They document the receipt of citizen complaints and disposition of same.</p>	<p>Retain 5 years, then destroy.</p>
13.	<p>Consumer Files</p> <p>These files contain consumer complaints and reports. They document the receipt of consumer complaints and disposition of same.</p>	<p>Retain 3 years, then destroy.</p>
14.	<p>Volunteers</p> <p>These files contain correspondence and information pertaining to volunteers through our departments skills bank.</p>	<p>Retain 10 years, then destroy.</p>
15.	<p>Area Files</p> <p>These files contain correspondence relative to each specialist area.</p>	<p>Retain 5 years, then destroy.</p>
16.	<p>Zoning Notices</p> <p>These files contain Notice of Hearings and Zoning Reclassifications, Special Exceptions and Variances associated with the Special Exception cases.</p>	<p>Retain 10 years, then destroy.</p>

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Item No.	Description	Retention
17.	<p>Finance File</p> <p>These files contain Direct Payments, Petty Cash, Payroll Reports, Daily Timesheets, Cash Receipts, Expense Statements, Invoices, etc.</p>	<p>Retain 5 years, then destroy.</p>
18.	<p>News/Clips</p> <p>These files contain news on County Executive County Departments, and issues involving the County.</p>	<p>Retain 8 years, then destroy.</p>

INSTRUCTIONS--TYPE OR PRINT A DATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY <i>Anne Arundel County</i>		2. DIVISION <i>Community Services</i>		3. UNIT	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <i>Boards & Commissioners</i>				5. EARLIEST YEAR/LATEST YEAR <i>1960-1993</i>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <i>files contain appointment letters, correspondence, resumes, memoranda, key-letters, legal references, computer printouts, etc. pertaining to Boards & Commissioners.</i>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>1</i> NUMBER	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <i>1/2</i> NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <i>1</i> NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <i>Anne Arundel Center, 4th Floor</i>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <i>Permanent</i>		
19. NAME AND TITLE OF PREPARER <i>Greggeline Lee, Clerk</i>		20. TELEPHONE NUMBER <i>2772-1784</i>		21. DATE <i>9/30/93</i>	

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A
DATE FORM FOR EACH NEW OR
USED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Anne Arundel County

2. DIVISION

Community Services

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Photo / Video

5. EARLIEST YEAR/LATEST YEAR

1968 TO *1993*

6. RECORD SERIES DESCRIPTION

BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

*file contain photos & videos of special
projects sponsored by department.*

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)
Photos + Video Tape

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☒ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☒ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- 10*
NUMBER ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Accented Ctr, 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent

19. NAME AND TITLE OF PREPARER

Crescenzio Luciani, Clerk

20. TELEPHONE NUMBER

222-1784

21. DATE

9/30/93